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MEMORANDUM

TO: DeVon Hankins, Policy Advisor
Finance and Administration Cabinet

FROM: Emily Caudill
Regulations Compiler

RE: Acknowledgement of Proposed Administrative Regulation - 103 KAR 3:020

DATE: October 13, 2011

A copy of the administrative regulation listed above is enclosed for your files. This administrative regulation is **tentatively** scheduled for review by the Administrative Regulation Review Subcommittee at its **December 2011**, meeting. We will notify you of the date and time of this meeting when it has been scheduled.

Pursuant to KRS 13A.280, if a public hearing is held or you receive written comments on this ordinary administrative regulation, the Statement of Consideration for this ordinary administrative regulation is due by noon on **December 15, 2011**. Please reference KRS 13A.270 and 13A.280 for other requirements relating to public hearings and the Statement of Consideration.

If you have any questions, please do not hesitate to contact me at (502) 564-8100.

Enclosures